

The Lunch Line

Bureau of Nutrition Programs and
School Transportation

Please route to:

☐ Food Service Director
☐ Kitchen Staff

☐ Record Keeper
☐ Principal

☐ Superintendent

☐ _____

Published in September, November, January, March and May

March 2006

Writing and Implementing Your SOPs—Do not panic!



The 2004 Reauthorization of the Child Nutrition Act included a new requirement for School Food Authorities (SFAs) to implement a documented School Food Safety Management System that includes Standard Operating Procedures (SOPs) and is based on the process approach to core Hazard Analysis and Critical Control Point (HACCP) principles. The Act mandates that SFAs implement the food safety program during the 2005-2006 school year and have the program in operation the following 2006-2007 school year.

SOPs lay a strong foundation for your overall school food safety program. SOPs are step-by-step written instructions for routine food service tasks that affect the safety of food ('nonspecific' hazards), such as proper dishwashing procedures, or for tasks that are a part of the HACCP-based plan (specific hazards), such as proper cooking procedures. Each SOP should include instructions on monitoring, documentation, corrective actions, and periodic review of the procedures they cover. Adherence to SOPs allows food service managers and employees to effectively control and prevent hazards.

Standard Operating Procedures are only one component of an overall food safety program. However, they are BASIC and it is essential to train employees and emphasize the significance of following the procedures and the consequences if not followed. While you may not have had written SOPs in the past, they are required for implementation as part of the School Food Safety Programs for the new school year.

Do not panic! This will not be as difficult a process as it may sound. The National Food Service Management Institute (NFSMI) has developed HACCP-based SOPs in conjunction with USDA and FDA. Their resource provides sample HACCP-based Standard Operating Procedures and worksheets that contain the minimum elements to assist you when developing your food safety program.

Continued on Page 2

Inside this issue:

Writing and Implementing
Your SOPs—Do not panic!

Rebroadcast of School
Wellness Policy III: Goals
That Work

Summer Food Service
Program (SFSP) Reminder

Seamless Summer Option

Go The Distance Day

Summer Short Courses and
Workshops 2006

Pick a better snack with
Pineapple!

Allergies

The "411" on Sanitizing
(continued from Jan. 06 Issue)

Tidbits from Julia

Ask "IT"

Commodity News

Check Out the Library

Continued from Page 1

Your food safety program should be specific to meet the needs of each food production and food service facility in your district; therefore, you will need to modify the SOPs and worksheets so they comply with the State and local requirements and the differences in each of your kitchens and/or serving sites.

These SOPs are available in both Microsoft Word® format (.doc) and Adobe® Acrobat® Portable Document Format (.pdf). You can go to the web site **HACCP-based Standard Operating Procedures (SOPs)** or type in the following address

<http://sop.nfsmi.org/HACCPBasedSOPs.php>.

Clicking on an SOP when on their web site will open it in a new window. The full HACCP-Based Standard Operating Procedures document may also be downloaded in its entirety either as a Word Document or as a PDF file. Thus, your district may add your name and site to the information and edit as needed. What can be easier than that?

In addition, it is our understanding you should have received a CD-rom titled “HACCP-based Standard Operating Procedures” in a direct mailing from NFSMI this spring.

NFSMI have developed SOP’s for all of the following procedures:

- Cleaning and Sanitizing Food Contact Surfaces
- Controlling Time and Temperature During Preparation
- Cooking Potentially Hazardous Foods
- Cooling Potentially Hazardous Foods
- Date Marking Ready-to-Eat, Potentially Hazardous Foods
- Handling a Food Recall
- Holding Hot and Cold Potentially Hazardous Foods
- Personal Hygiene
- Preventing Contamination at Food Bars
- Preventing Cross-Contamination During Storage and Preparation
- Receiving Deliveries
- Reheating Potentially Hazardous Foods
- Serving Food
- Storing and Using Poisonous or Toxic Chemicals
- Transporting Food to Remote Sites (Satellite Kitchens)

- Using and Calibrating Thermometers
- Using Suitable Utensils When Handling Ready-to-Eat Foods
- Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods
- Washing Fruits and Vegetables
- Washing Hands

Staff need to be trained based on the SOPs. Proper implementation of the SOPs needs to be monitored by supervising staff. Posting SOPs at the point where they are put into operation helps to remind employees and serves as a quick reference.

Beyond the basic SOP’s, the National Food Service Management Institute has created and posted on their web site HACCP-Based Standard Operating Procedures - Record Keeping forms for you to use to fulfill the requirements. They include:

- Cooking and Reheating Temperature Log
- Cooling Temperature Log
- Damaged or Discarded Product Log
- Food Contact Surfaces Cleaning and Sanitizing Log
- Production Log
- Receiving Log
- Refrigeration Log
- Thermometer Calibration Log
- Food Safety Checklist

There are certain written records or kinds of documentation that are needed to verify that the food safety program is working. Recordkeeping also provides a basis for periodic reviews of the overall food safety program. In the event your operation is implicated in a foodborne illness, documentation of activities related to monitoring and corrective actions can provide proof that reasonable care was exercised in the operation of your facility.

Maintain records of cooking, cooling, and reheating temperatures and other Critical Control Points (CCPs) in the food preparation process. Keep documentation as simple as possible to make record-keeping reasonable and easy for employees.

Continued on Page 3

You do not necessarily need to develop new records or use those forms listed above. For example, you may use existing paperwork such as delivery invoices for documenting product temperature when receiving food items. By modifying the updated USDA *Quantity Recipes for School Food Service*, to include CCPs and critical limits for the 1997 Food Code that Iowa follows and following the recipes **exactly** will fulfill the requirements for documenting CCP and critical limits within the Process Approach specifically for these recipes. These recipes are available through the National Food Service Management Institute's website at http://www.nfsmi.org/Information/school_recipe_index_alpha.html. Additionally, employees are an important source for developing simple and effective recordkeeping procedures.

In summary, determine what records must be kept, where to keep them, and which staff member(s) will be responsible for maintaining them. Then ensure the SOP's are followed. If you need another copy of the USDA guidance regarding the Food Safety Program requirement a link can be found from the Bureau web site.

NOTICE OF REBROADCAST DATES

School Wellness Policy III: Goals That Work

A total of four sessions on two dates are being offered.

Choose the one that works into your schedule:

**March 28, 2006 2:00–3:00 p.m. and
repeats 3:15–4:15 p.m.**

**April 19, 2006 2:00–3:00 p.m. and
repeats 3:15–4:15 p.m.**

Audience: All school personnel on Local Wellness Policy teams. Register online at this link to attend at your local ICN room.

http://www3.iptv.org/iowa_database/event-detail.cfm?ID=6669

Summer Food Service Program (SFSP) Reminder

The mild winter foretells the soon-arriving Spring. The soon-arriving Spring echoes the quickly-approaching Summer. All this reminds us the time is now to prepare for a successful 2006 SFSP.



To help you prepare, the State Agency has organized the following processes:

- ✓ The 2006 web file has been opened; returning sponsors may now enter their 2006 application. Returning sponsors must contact the State Agency if they need to add new sites. New sponsors must contact the State Agency to have SFSP login privileges established. The 2006 SFSP rates are now available on this file.
- ✓ One session of the Type 4 ICN Workshop (required for all 2006 SFSP Sponsors) has been scheduled for April 19, 2006.
- ✓ Registration materials were sent previously to many school districts. Pre-registration is required for all workshops. Contact Janelle Loney at (515) 281-5356 or Janelle.Loney@iowa.gov to register.
- ✓ On-line application deadline to participate in the 2006 SFSP is May 8, 2006.

For more information, contact Rod Bakken, SFSP Lead Consultant at: (515) 281-4760 or email Rod.Bakken@iowa.gov.

Did you know?

During the 2004-2005 school year, 13,018,461 school breakfasts were served to children attending school in Iowa. That represents a 5.9% increase in participation over the 2003-2004 school year. Congratulations to all of you who are serving breakfast!

Seamless Summer Option

The Seamless Summer Option (SSO) combines features of the National School Lunch Program (NSLP), School Breakfast Program (SBP) and the Summer Food Service Program (SFSP). The SSO reduces paperwork and some of the extra administrative responsibilities of the regular SFSP, making it easier for schools to feed children from low-income areas when regular school is not in session, i.e. during the traditional summer vacation periods and during longer (more than 2-3 week) school vacation periods for year-round schools.

How does SSO work? School districts participating in the NSLP are eligible to apply for the SSO. Once approved by the State Agency, school districts serve meals free of charge to children, 18 years and under, from low-income areas, while they are on break and/or vacation. In the SSO, the same NSLP and SBP rules apply for meal service. Two major differences from the regular SFSP are the paper work that needs to be filed to participate and that under the SSO, the District is reimbursed at the NSLP and/or SBP “free” rates, not the higher SFSP rates. The various types of sites allowed to participate in this option include:

- Open sites: all children eat free in schools where at least 50% of the children are (low income) eligible for free/reduced price school meals.
- Restricted open sites: sites that meet the open site criteria, explained above, but are later restricted for safety control, or security reasons.
- Closed enrolled sites: may be in any community for an enrolled group of low-income children that meets the 50% criteria explained above. This excludes academic summer schools (participation would be under the regular NSLP/SBP).
- Migrant sites: serving children of migrant families.
- Camps: low income children in residential or non-residential camps.

If your District is wanting or planning to serve students breakfast or lunch in the summer and meets one of the criteria above, but are not currently participating in the SFSP or don't feel that program is appropriate for your situation for some reason, contact Rod Bakken at 515-281-4760, Rod.Bakken@iowa.gov or Patti Harding at 515-281-4754, Patti.Harding@iowa.gov if you have questions about SSO or the traditional Summer Food Service Program.



Go The Distance Day

Iowa's Team Nutrition program is supporting the message of increasing physical activity through its partnership with Go The Distance Day. Team Nutrition wants to encourage all team sponsors to include healthy nutrition messages with their physical activity efforts. To support this effort, Team Nutrition will offer five (5) mini-grants of \$500 each to schools that include a nutrition component in their Go The Distance Day activity. Funds may be used to purchase food, supplies, or educational materials that encourage eating more fruits, vegetables, and whole grain foods. Schools interested in competing for the mini-grants can find them at:

www.state.ia.us/educate/ecese/fn/tn/ under mini-grant applications. Find the Team Nutrition enrollment and grant forms designated for Go The Distance. These grant applications are due April 15th. If you have questions, please contact Janet Wendland at janet.wendland@iowa.gov.

Local School Wellness

Iowa has just applied for a USDA grant focusing on training and implementation for the Local School Wellness Policy. Additional trainings are being planned for summer and early fall to assist schools with implementation and monitoring of their Local Wellness Policies. Check out our Bureau of Nutrition Programs and School Transportation website for updated trainings being offered.

Mini-Grants

Schools can apply for mini-grants to complete spring activities in their school settings. Grant ideas could include nutrition and physical activity events or classroom events that focus on the messages of Team Nutrition in promoting a healthy school environment. Applications are found on the Bureau's website and can be sent to Janet Wendland, Bureau of Nutrition Programs and School Transportation, Grimes State Office Building, Des Moines, IA 50319-0146. Be sure that you are an enrolled Team Nutrition school when applying or download the Team Nutrition enrollment form from www.state.ia.us/educate/ecese/fn/tn/ under documents.

Summer Short Courses and Workshops 2006

The Bureau of Nutrition Programs and School Transportation and Iowa State University Extension will be offering seven workshops this summer. We will start in June with two days devoted to school food safety. "Your Food Safety System Based on Process Approach to HACCP--Getting Started" is structured with learning and practice of the basic concepts. HACCP Process Approach to Food Safety-Next Steps is a day designed to further work on individualized plans, guided by Food Safety Experts at Iowa State University.

Trainers from the National Food Service Management Institute will again facilitate a portion of the Manager's Update on July 25. These trainers will focus on the new Dietary Guidelines, My Pyramid, Wellness Policies, or other current nutrition topics. Another portion of the day will focus on financial management issues.

With new information to be added, the New Manager Orientation workshop will now extend to 2 ½ days, and will be held in July instead of August. This will also allow participants more time to ask questions.

A complete listing of the summer short courses can be found online at <http://www.state.ia.us/educate/ecese/fn/shortcourses/schoolssc.html>. You can also download the registration forms or link to the online registration at <http://www.ucs.iastate.edu/mnet/schoolfoods/register.html>

The registration deadlines are important since classes may have limited enrollment or be cancelled if not enough enroll. **Please Register Early!!** If you believe you have new staff that will be coming, please hold a space under the school name with a contact so that materials can be prepared for them.



Pick a better snack with Pineapple!



After a long winter, everyone's ready for a taste of the tropics. A juicy pineapple is a delicious nutritious fruit that brings the feeling of summer. Jim Dole thought pineapple was so great that he founded the Hawaiian Pineapple company in 1901, with the mission of making pineapple available in every grocery store in the United States!

Fresh pineapple is naturally super-sweet and a great way to satisfy a sugary craving with a healthful choice. One serving (two slices) contains only 60 calories and a quarter of your daily-recommended vitamin C with very little sodium.

Pineapple doesn't ripen any further after it is picked, so it can be enjoyed immediately after purchase. The most flavorful pineapples will be heavy for their size with dry, crisp shells and dark green crown leaves. After washing, cut in quarters lengthwise then remove the outer shell and core by slicing lengthwise with a sharp knife. Cut in slices or chunks and your scrumptious fruit is ready to eat!

Wash. Cut. Eat. (how easy is that?)

- ♦ Make skewers with pineapple, grapes, strawberries and any other yummy fruit of your choice.
- ♦ Dip slices into low-fat yogurt.

Pick a **better** snack™ was developed in partnership with the Iowa Nutrition Network and the USDA's Food Stamp Program and Team Nutrition – equal opportunity providers and employers. For more information about the Iowa Nutrition Network, call the Iowa Department of Public Health at (800) 532-1579 or visit their website at

<http://www.idph.state.ia.us/pickabettersnack/>



Allergies

What if you had to read food labels before eating every meal? A survey done by the National Food Service Management Institute found that most schools have at least one child with special food and nutrition needs. Reactions to a food allergy can vary from a mild rash to an inability to breathe. If you had to worry about an anaphylactic reaction from eating a common menu item you would definitely become an expert in the art of label reading.

When is the school required to provide special meals?

If a student has a medical condition that requires special dietary needs, a licensed physician must complete a form that identifies:

- The child's disability
- An explanation of why the disability restricts the child's diet
- The major life activity affected by the disability
- The food or foods to be omitted from the child's diet
- The food or choice of foods that must be substituted

This form can be found in the USDA guidance, "Accommodating Children with Special Dietary Needs in the School Nutrition Programs." The manual can be downloaded from the following website:

http://www.fns.usda.gov/cnd/Guidance/special_dietary_needs.pdf

Put on your reading glasses and sit down



as label reading can seem like a daunting task, especially when you are not exactly sure what you are looking for and the ingredient lists are exhaustive. Some of the ingredients you need to watch

out for are straightforward and others are not. Egg white, egg white solids, egg yolk, egg solids, dried egg, powdered egg, whole egg, albumen, albumin, globulin, livetin, lysozyme, ovalbumin, ovoglobulin, ovomucin, ovomucoid, ovotransferrin, ovovitellin, ovovitellin, silici albuminate, simplese, and vitellin are all ingredients that you would be looking for on the ingredient label for a child with an egg allergy.

Good news for child nutrition programs: The Food Allergen Labeling and Consumer Protection Act of 2004 (FALCPA)

This new law requires food manufacturers to *clearly state* if a product contains any of the eight major food allergens that account for 90% of food allergies. It applies to food products that are labeled on or after January 1, 2006. The list of eight allergens includes milk, egg, fish, crustacean shellfish, tree nuts, peanuts, wheat, and soybeans.

FALCPA can be viewed in its entirety at:

<http://www.cfsan.fda.gov/~dms/alrgact.html>

The "411" on Sanitizing

Plates, utensils, cookware and equipment used in foodservice establishments come in contact with food, water, grease, and other soils. These substances typically contain microorganisms and also provide nutrients



necessary for microbial growth. In order to prevent foodborne illness, the removal of these substances is crucial. The removal and reduction of these products require two processes: cleaning and sanitizing.

The January issue of Lunchline provided information on the cleaning process. In this issue, information will be provided to gain understanding of the sanitation process. In order to sanitize a surface effectively, it must be clean. If a sanitizer is applied to a soiled surface, it will not be able to penetrate the soil and deactivate the microorganisms. The soil renders the sanitizer ineffective. Therefore, it is imperative that a surface be clean before sanitizer is applied.

Using Chemical Sanitizer

Chemical sanitizing generally involves either immersing the object in a sanitizing solution for a specific amount of time or spraying/wiping the object with the solution and allowing it to air-dry. Chemical sanitizers differ in their effectiveness on certain organisms and in the concentration, temperature and contact time required to kill bacteria. Common chemical sanitizers include chlorine, iodine, and quaternary ammonium compounds or "quats." Scented bleaches are not recommended as sanitizers.

Continued on Page 7

Two most common chemical sanitizers seen in food service are chlorine and “quats.”

Chlorine—This sanitizer is most commonly used and is the cheapest. It is effective in hard water, but is deactivated by hot water above 120°F. Chlorine bleach solutions must be tested regularly and changed as necessary to ensure that the solution is working to sanitize. Using too much chlorine in a solution can pit stainless steel and aluminum surfaces, and irritate skin; while using too little will not sanitize the surface.

Quaternary Ammonium—Quats. Quaternary ammonium compounds are generally odorless, colorless, non-irritating, and deodorizing. They also have some detergent action, and they are good disinfectants. This sanitizer is not as quickly deactivated by food particles as chlorine solution and is non-corrosive to metal surfaces. However, some quaternary ammonium compounds are deactivated in the presence of some soaps or soap residues, it leaves a film and does not kill certain types of micro-organisms, the antibacterial activity is reduced in the presence of organic matter (dust/skin), hard water can also reduce its effectiveness, so careful product selection is important. The exposure time necessary for surface and immersion will vary; follow manufactures instructions.

* Follow manufacturer’s label directions for mixing the sanitizing solution and using the required contact time for sanitizing.

Helpful Hints for Cleaning and Sanitizing

1. More is NOT better. Sanitizing solutions must be correctly prepared to be effective. Follow the manufacturer’s instructions when preparing sanitizing solutions, and check the concentration of the sanitizer using a test kit. Using too high a concentration can result in off-flavors or odors in foods, can corrode equipment, waste money, and violate local health department rules. Also closely follow the temperature recommendations for sanitizing agents.
2. Don’t cross contaminate with cleaning cloths. Use separate cloths for cleaning and sanitizing. Store cloths in sanitizing solution between uses. Prepare fresh sanitizing solution regularly.
3. Be aware that very hot water, above 120°F, may prevent chlorine bleach from sanitizing.

4. When detergents used for cleaning dishes mixes with chlorine bleach in the sanitizing rinse, it disables the chlorine part of the bleach and renders it ineffective as a sanitizer.
5. If soapsuds disappear in the wash water, remain in the rinse water, the water temperature cools, or the water becomes dirty or cloudy, drain and refill with clean water.
6. Containers should be labeled to identify contents and directions for use.
7. Air dry all items on a drain board. Wiping or drying the equipment with towels can re-contaminate equipment and can remove the sanitizing solution from the solutions from the surfaces before it has finished working. Cloth towels are notorious at harboring germs and transferring them from one surface to another.
8. Not all bleaches are the same. Bleaches registered with the EPA will have the EPA symbol on the bottle label. The bleach must contain 5.25% or 6% sodium hypochlorite in order to be an effective sanitizer. DO NOT use scented bleach.

The manager and employees share responsibilities for knowing and using standard procedures for a clean and sanitary food service. Food safety is everyone’s business. To have a safe environment every person in foodservice must be committed to high standards of cleaning and sanitation.

The USDA prohibits discrimination in its programs and activities on the basis of race, color, national origin, gender, age or disability. Persons with disabilities who require alternate means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA’s TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD).

USDA is an equal opportunity provider and employer.

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age or marital status in its programs or employment practices. If you have questions or grievances related to this policy, please contact the Legal Consultant, Department of Education, Grimes State Office Building, Des Moines, Iowa 50319-0146, 515/281-5295.

Tidbits from Julia

Recently a number of new resources have been released by both USDA and the National Food Service Management Institute to assist schools with the operation of the School Meal Programs. Local Educational Agencies (LEAs) may have already received some of these new resources via direct mail; others are posted to their web sites, with distribution to occur later this year. These items include:

- ✓ A CD-rom with *HACCP-Based Standard Operating Procedures* to assist with implementation of the School Food Safety Program requirement.
- ✓ Two CD-roms including an *Instructor Manual and Participant Workbook* to assist Child Nutrition Program Professionals with using the Food Buying Guide.
- ✓ *The Road to SMI Success – A Guide for School Foodservice Directors*, has recently been posted to the Team Nutrition website and is now available for download and duplication, from <http://www.teamnutrition.usda.gov/Resources/roadtosuccess.html>. FNS will distribute print copies of this document to LEAs along with *Nutrient Analysis Protocols – How to Analyze Menus for USDA's School Meals Programs*, when the printed material becomes available.

Using the New USDA Recipes

Beginning July 1, 2006, the revised recipes contained in the *USDA Recipes for Child Nutrition Programs – Schools*, currently posted at the NFSMI websites, should be the **only** USDA recipes used for meeting school meal requirements for Federal reimbursement. These recipes, originally released in April 2005 supersede all other versions of school recipes. These recipes are currently available online at: http://www.nfsmi.org/Information/school_recipe_index_alpha.html (all of the recipes are listed in alphabetical order) and http://www.nfsmi.org/Information/school_recipe_index_number.html (all of the recipes are listed by order of recipe number).

It is our understanding that USDA will be distributing a hard copy of an instructional manual to support utilization of the recipes and that the recipes themselves will be provided on a CD-rom.

As of June 30, 2006, the following USDA recipes should **no longer be used** for meeting school meal requirements for Federal reimbursement:

- 1988 Quantity Recipes for School Food Service;
- 1995 Tool Kit for Healthy School Meals;
- Recipes containing Hazard Analysis Critical Control Points based on the 1999 *Food Code*, provided on CD-rom from the NFSMI;
- Chef Challenge recipes; or
- Any other USDA recipes published prior to the revised (April 2005) school meal recipes.

USDA Announces Two Partnerships

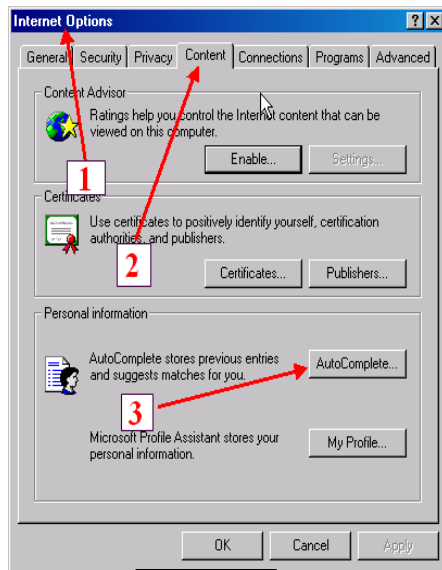
A successful partnership with the USDA Food and Nutrition Service (FNS) and the Professional Rodeo Cowboy Association (PRCA), which began in 2003 to increase awareness and participation in the Summer Food Service Program, is now being expanded to the National School Lunch Program. A brochure explaining the partnership and how your school might get involved is available for download in conjunction with this *Lunch Line* posting. If you are interested in a Professional Rodeo Cowboys Association visit, contact Nancy at 515-281-5663 or Nancy.Christensen@iowa.gov.

The second partnership with the National Wrestling Coaches Association (NWCA), USDA FNS and the Iowa Partners: Action for Healthy Kids was just announced in January of 2006 in conjunction with the NWCA National Duals. This new partnership being launched in Iowa will also involve the Iowa Wrestling Coaches and Officials Association. Details of this new partnership will be finalized in the coming year, but will include links to Power Panther, the FNS Eat Smart. Play Hard.™ campaign and the NWCA Leadership Initiative. If you are interested in being part of the planning and/or involved in helping to pilot aspects of this new partnership, please contact Janet at 515-281-5676 or Janet.Wendland@iowa.gov.



Using AutoComplete for Passwords in Internet Explorer

Most schools enter claims using Microsoft's Internet Explorer (IE). Your IE is set up to recognize new usernames (or login ids) and passwords and then store them to memory. The following is Part 3 in a three part series on Internet Explorer AutoComplete for passwords.

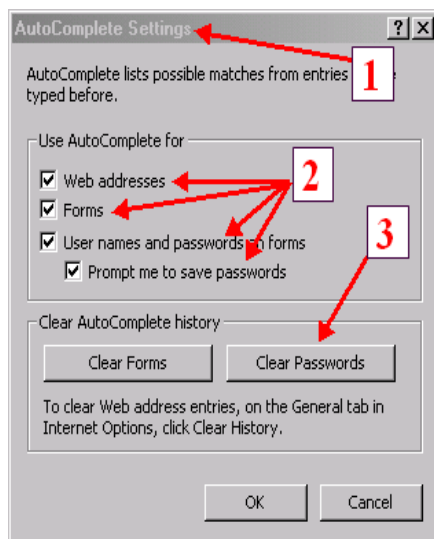


Example A

PLEASE NOTE: Before changing any Options on your computer please check with your regions Computer Technician contact.

The following instructions will re-set **all** passwords that are stored within the Internet Explorers AutoComplete memory. If you have other programs where you use username and password within Internet Explorer, please be sure you have that information available to re-enter.

Open Internet Explorer. Choose "Tools" from the menu bar. Then click on the "Internet Options" option from the "Tools" menu. Which will introduce a pop-up window titled "Internet Options"(see Example A-1). If you will notice there are several tabs at the top of this pop-up window. Click on the tab titled "Content" (see Example A-2). Then in the "Personal Information" area there is a button called "AutoComplete..."(see Example A-3).



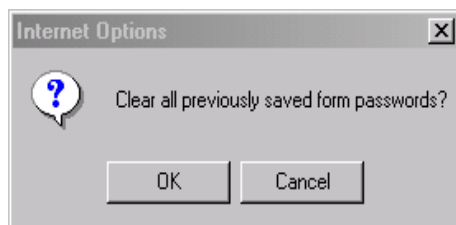
Example B

Click on this button, which will bring up a new pop up window called "AutoComplete Settings"(see Example B-1). Then under the "Use Autocomplete for" area, place a check mark for each option(s) (see Example B-2). Next, under the "Clear Autocomplete history" area, click on the "Clear Passwords" button (see Example B-3).

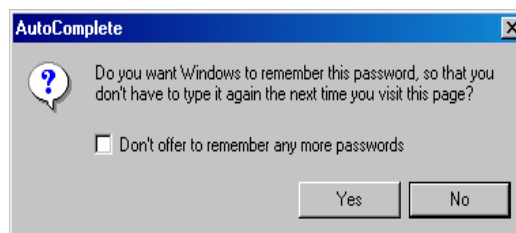
This will bring up a help window asking if you are sure you want to clear passwords (see Example C). You will click on the "OK" button. Next, click on the "OK" button on the bottom of the "AutoComplete Settings" pop-up window, and then click on the "OK" button on the bottom of the "Internet Options" pop-up window.

Now when you go into any of our websites, the AutoComplete window should appear for you to enter your Username and Password. (see Example D). Click on the button named "Yes" and your Username and Password will be saved into Internet Explorer's Autocomplete memory.

Please send us questions you have about using our website(s) and we will attempt to answer them via email, newsletter or both. Please send your questions to ellen.miller@iowa.gov



Example C



Example D

Commodity News

Deletions and/or reductions in Commodities for the 6E (**Feb/March**) Deliveries include:

- a) All sweet potatoes cancelled for the year.
USDA didn't have enough interest from all states to make a purchase.
- b) Tomato paste cancelled for rest of the year.
- c) Turkey Taco filling cancelled for the rest of year.
Prices too high.

Deletions and/or reductions in Commodities for the 6F (**April**) Deliveries include:

- a) Spaghetti sauce from Mrs. Clark's will not be offered for 6F because of a need to reduce tomato paste usage with processor. This will help the state stay close to and ending year inventory of zero with Mrs. Clark's.

Anticipated dates when the next commodity order form will be up and on the web:

6E Feb/March Delivery	Jan. 16 (done)
6F April Delivery	March 2 nd
7A Aug/Sept. Delivery	May 12

Website for the USDA Food Distribution Program is <http://www.fns.usda.gov/fdd>

Website for the Iowa Food Distribution Program is:
<http://www.state.ia.us/educate/ecese/fn/commdist/index>

This is a valuable resource for additional program information, values, forms, etc. for the Commodity Food Program.

2005-06 Food Preference Survey Results

Every other year the State of Iowa is mandated by Federal Regulations to survey at least 10% of the schools that participate in the National School Lunch Program (NSLP) and receive commodities. The survey is to find out what the schools like and don't like regarding the commodity foods they receive from USDA. The lower the total score for each item, the more favorable it is. A copy of these results will be posted on the Bureau web site.

The Iowa Commodity Advisory Council discussed this survey during the Feb. 24, 2006 meeting. From this discussion comes what commodity foods should be ordered for the next school (2006-2007) year. Commodity Values 2005-06 can be found at www.state.ia.us/educate/ecese/fn/commdist/valu

Commodity Deliveries 2006-07

Iowa will continue to have six delivery periods for the next school year 2006-2007. The schedule will be similar to this year's with the first delivery cycle beginning on August 14. The first delivery will be called (7A) and the plan is to get you these order forms in **May** of this school year.

If we can collect all of next year's FIRST ORDERS in May, we will not need to mail these to you in the summer when it is almost impossible to get all the orders collected. We will try to have these available on the web by May 12, 2006.

Commodity Day

The Iowa Commodity Food Distribution Program is planning on combining its regular "Commodity Day" with the School Nutrition Association Iowa, state conference in Des Moines on June 20-21, 2006. This program was held in Council Bluffs last year and it provided you an opportunity to sample all processed commodity items that Iowa will be ordering.

The plan this summer is to identify a processor booth with a commodity sticker, sign, or star, letting you know this is one of the new processed products, along with product fact sheets. The Iowa Commodity Advisory Council will also have a booth. It will have updated commodity fact booklets on all processed items. All of these products have been sampled and approved by the Iowa State Commodity Advisory Council.

Summer Camps 2006

There will be no camp deliveries for Iowa sites in the summer, as there is a very limited supply of commodities in surplus at the warehouses. If a surplus in **Bonus** commodities develops, the program may be available in the summer of 2007.

Check Out the Library!!

Resources from the Bureau include the use of a lending library. Videos, DVDs, reference books, cookbooks, curriculum and children's books are available on loan to schools without charge. If you are looking for something in particular, contact Mary Jo Clark at 515-281-4751 or email her at MaryJo.Clark@iowa.gov.

CU837 Food Safe School Action Team

The Centers for Disease Control and Prevention and the National Coalition for Food Safe Schools developed this kit. This kit explains why food safety is important to schools. It is designed to win support for making your school food safe and to rally the community and school behind your effort to improve the health and well being of students and staff. The National Coalition for Food Safe Schools has the Food Safe School Action Team Kit and other materials available to download or order at <http://www.foodsafeschools.org/>.

VIDEOS

VO308 Thermometer Information Resource

This kit has a training video, DVD and CD-rom disc for printable resource materials. The goal of this resource is to assist in training and implementing correct thermometer usage in your program.

VO204 Quick Consumer Guide to Safe Food Handling

Improper handling and preparation of food can result in foodborne illness. This video covers shopping, storing, preparing, cooking, and serving strategies for elimination of foodborne illness.

WEB RESOURCES

Summer Feeding Program How To's

http://www.state.ia.us/educate/ecese/fn/summer_food/index.html Iowa children have the opportunity for nutritious meals in the summer. Iowa's Summer Food Service Program is the single largest resource available to local sponsors who want to combine a feeding program with a summer activity program. This website provides information useful in developing a summer feeding program.

A web resource to get videos, curriculum and all kinds of material to teach food sanitation and safety is at <http://www.nal.usda.gov/foodborne/index.html>. This site is linked to many other resources for posters, videos and good ideas.

Multimedia Reservation Form

Bureau of Nutrition Programs and
School Transportation

Your name _____

Title _____

Phone () _____

Email _____

Agreement # _____

Mailing Address:

School/
Organization _____

Street _____

City _____ IA Zip _____

Your Request: We will make very effort to provide the material you request for the time you want. If the material is already taken, we will contact you by email to suggest another selection. **Material must be returned no later than 2 weeks after receipt!**

Loan # and Material title (s) (Please include both):

1 _____
2 _____
3 _____
4 _____

Training objectives:

Date(s) of use _____

Alternate date(s) _____

Group(s) to be trained _____

Approximate size of group(s) _____

Mail to: Mary Jo Clark
Bureau of Nutrition Programs and
School Transportation
Grimes State Office Building
400 E. 14th Street
Des Moines, IA 50319-0146

Or FAX to: Mary Jo Clark at 515-281-6548
If you have questions, please call Mary Jo at 515-281-4751 or e-mail: maryjo.clark@iowa.gov